

**§ 44.7 Information requirements.**

The ASD(RA) shall provide:

(a) Federal agencies with a listing of all Federal employees who are also Ready Reservists to assist them in conducting employer screening activities required in FPC-9. Responses from Federal agencies shall be reported under Interagency Report Control Number 0912-DoD-AN. Standard data elements shall be used in the report in accordance with DoD Directive 5000.11.

(b) The House Appropriations Committee with an annual report on the status of Ready Reservists employed by the Federal government.

**APPENDIX A TO PART 44—LETTER FORMAT TO COGNIZANT RESERVE PERSONNEL CENTER REQUESTING THAT EMPLOYEE BE REMOVED FROM THE READY RESERVE**

(Date)

(YYMMDD)

From: (employer-agency or company)

To: (appropriate reserve personnel center)

Subject: Request for Employee to Be Removed from the Ready Reserve

This is to certify that the employee identified below is vital to the nation's defense efforts in (his or her) civilian job and can't be mobilized with the Military Services in an emergency for the following reasons:

Therefore, I request that (he or she) be removed from the Ready Reserve and that you advise me accordingly when this action has been completed.

The employee is:

Name of employee (last, first, M.I.)

Military grade and reserve component

Social security number

Current home address (street, city, State, and ZIP code)

Military unit to which assigned (location and unit number)

Title of employee's civilian position

Grade or salary level of civilian position

Date (YYMMDD) hired or assigned to position.

Signature and title of agency or company official

**APPENDIX B TO PART 44—LIST OF RESERVE PERSONNEL CENTERS TO WHICH RESERVE SCREENING DETERMINATION AND REMOVAL REQUESTS SHALL BE FORWARDED**

ARMY NATIONAL GUARD AND ARMY RESERVE  
Headquarters, Department of the Army,  
Attn: DAPE-PSM, Washington, DC 20310

**NAVAL RESERVE**

Officers: Commander, Naval Military Personnel Center, Attention: NMPC-911, Washington, DC 20370

Enlisted: Commanding Officer, Naval Reserve Personnel Center, New Orleans, LA 70149

**MARINE CORPS RESERVE**

Commandant (Code RES), Headquarters, U.S. Marine Corps, Washington, DC 20380

**AIR FORCE RESERVE**

Commander (ARPC/DP), Air Reserve Personnel Center, 7300 East First Avenue, Denver, CO 80280

**AIR NATIONAL GUARD**

Submit requests to the adjutant general of the appropriate State, commonwealth, or territory (including the District of Columbia).

**COAST GUARD RESERVE**

Commandant (G-RA/55), U.S. Coast Guard Headquarters, 2100 Second Street SW., Washington, DC 20593.

**PART 45—CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY (DD FORM 214/5 SERIES)**

Sec.

45.1 Purpose.

45.2 Applicability and scope.

45.3 Policy and procedures.

45.4 Responsibilities.

APPENDIX A TO PART 45—DD FORM 214

APPENDIX B TO PART 45—DD FORM 214WS

APPENDIX C TO PART 45—DD FORM 215

APPENDIX D TO PART 45—STATE DIRECTORS OF VETERANS AFFAIRS

AUTHORITY: 10 U.S.C. 1168 and 972.

SOURCE: 54 FR 7409, Feb. 21, 1989, unless otherwise noted.